

**Housing Finance Authority of Leon County Audit Committee**  
**August 16, 2018**  
**Meeting Minutes**

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**MEMBERS PRESENT:** Mr. Allen Stucks, Chairman  
Mr. Tom Lewis, Board Chairman  
Mr. Andrew Gay, Treasurer  
Dr. Jeffrey Sharkey, Secretary  
Mr. Mike Rogers

**ADMINISTRATOR:** Mr. Mark Hendrickson  
Ms. Susan Leigh

**HFA LEGAL COUNSEL:** Ms. Kerry Parsons

**COUNTY STAFF:** Mr. Kevin McCarthy

**COUNTY ATTORNEY:** None

**GUESTS PRESENT:** None

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**Call to Order by Chairman Lewis**

With a quorum present, Chairman Stucks called the HFA meeting to order at 12:06 P.M.

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**Agenda Item #1: Membership Roll Call**

Staff called the Membership Roll and attending members were Chairman Stucks, Board Chairman Lewis, Secretary Sharkey, Treasurer Gay, and Mr. Rogers.

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**Agenda Item #2: Ratification of RFQ and RFQ Provisions**

**Action Taken:** Chairman Stucks called for a motion to ratify the RFQ for Audit Services and its provisions. Secretary Sharkey motioned to ratify, and it was 2<sup>nd</sup> by Mr. Rogers. Motion passed unanimously.

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**Agenda Item #3: Discussion of RFQ Process**

**Action Taken:** Ms. Parsons advised the Committee on the proper procedures and actions. Mr. Hendrickson explained the RFQ adoption, timing, publication, and receipt of responses. He also presented a matrix which included all selection criteria.

